



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: November 4, 2021

TO: Career Education Planning District (CEPD) Directors

FROM: Brian L. Pyles, Ph.D., Director *BP*
Office of Career and Technical Education

SUBJECT: ACTION REQUIRED: Classification of Instructional Programs (CIP) Self-Review

The CIP Self-Review is a tool developed to assist with Technical Review, Assistance, and Compliance (TRAC) monitoring of Career and Technical Education (CTE) programs and to help those programs determine focus areas for continuous program improvement. In future development of the [Michigan Department of Education's \(MDE\) CTE Portal](#), information from the CIP Self-Review may be able to prepopulate fields in the Comprehensive Local Needs Assessment (CLNA). To prepare for this development, please ensure that demographic and teacher certification information is completed for each program in the CIP Self-Review no later than November 30, 2021. Maintaining an up-to-date program provides students with the most up-to-date technical skills to be utilized in the Work-Based Learning (WBL) placement.

It is important that ALL program instructors be listed with contact information. The administrator contact information must be reviewed and edited, if necessary, for accuracy. As a reminder, it is the lead CTE program teacher's annual responsibility to keep all CTE Program Serial Number (PSN) evidence up to date. The CIP Self-Review is due June 30th, annually.

The Michigan [Perkins V State Plan](#) for CTE supports [Michigan's Top 10 Strategic Education Plan](#) goals to:

- Improve the health, safety, and wellness of all learners
- Expand secondary learning opportunities for all students
- Increase the percentage of all students who graduate from high school
- Increase the percentage of adults with a post-secondary credential

Michigan is required to conduct TRAC monitoring in accordance with Perkins V legislation, Michigan's Perkins V State Plan and MDE Administrative Rule as identified within the CIP Self-Review document. [CIP Self-Review documents and guidelines](#) were revised in 2020 to align with Perkins V program requirements and Michigan's Perkins V State Plan.

Please direct questions to Ms. Candace Vinson, Education Consultant at VinsonC@michigan.gov.

cc: MDE-OCTE Staff

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